

Entering CACFP Claims into the Vendor Self Service (VSS) System

April Taylor

November 2017

AMS Advantage Vendor Self Service System (VSS)

Benefits of Using the New System:

- Checks can be cut weekly rather than twice per month
- No postage costs/delays due to mailing claims
- The ability to see the status of invoices



AMS Advantage Vendor Self Service System (VSS)

Maine.gov Agencies | Online Services | Help | Search Maine.gov

State of Maine
Division of Purchases

Contact Us State Agencies

Search Purchases

Home Vendors & Bid Opportunities Statewide Contracts Policies & Procedures Procurement Cards Municipalities & Schools

Home → Advantage For Procurement

Director's Message
Vision & Mission
Advantage
Purchasing Maine
Forms
Service Contract Search
Division Reports
About Us
Contact Us

Advantage For Procurement

State Agency Procurement Training Documents

Advantage 302 - Procurement Commodities: [Course Material](#) (PDF)

Advantage 303 - Procurement Service Contracts: [Course Material](#) (PDF)

Quick Reference Guides

These links have been updated and access the Office of the State Controller's [Accounting / Advantage](#) webpage. The reference cards can be found at the bottom of the page, and other quick reference guides for Advantage 3.0 can be found at the top of the page.

[CT Quick Reference Guide](#) (PDF)

[CT from Doc Catalog](#) (PDF)

[How to Create a DO against an MA Document](#) (MS-Word) - to pay an invoice or order items that are not loaded as a catalog into AdvantageME


Departments & Agencies

[Advantage LOG IN](#)

Vendor Self Service (VSS)

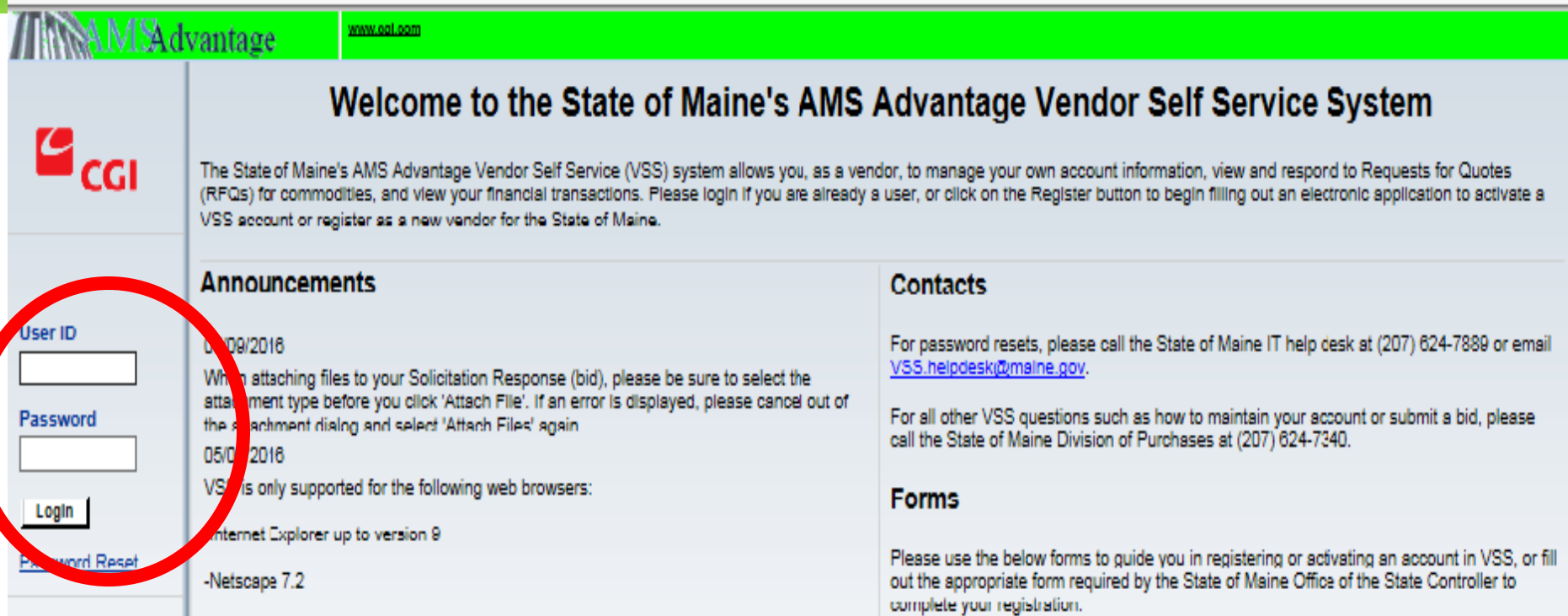
[LOG IN New Vendors](#)

[Registered Vendors INFO](#)



<http://maine.gov/purchases/info/advantage.shtml>

AMS Advantage Vendor Self Service System (VSS)



AMS Advantage www.eoi.com

Welcome to the State of Maine's AMS Advantage Vendor Self Service System

The State of Maine's AMS Advantage Vendor Self Service (VSS) system allows you, as a vendor, to manage your own account information, view and respond to Requests for Quotes (RFQs) for commodities, and view your financial transactions. Please login if you are already a user, or click on the Register button to begin filling out an electronic application to activate a VSS account or register as a new vendor for the State of Maine.

Announcements

08/08/2016
When attaching files to your Solicitation Response (bid), please be sure to select the attachment type before you click 'Attach File'. If an error is displayed, please cancel out of the attachment dialog and select 'Attach Files' again.
05/07/2016
VSS is only supported for the following web browsers:
-Internet Explorer up to version 9
-Netscape 7.2

Contacts

For password resets, please call the State of Maine IT help desk at (207) 624-7889 or email VSS.helpdesk@maine.gov.

For all other VSS questions such as how to maintain your account or submit a bid, please call the State of Maine Division of Purchases at (207) 624-7340.

Forms

Please use the below forms to guide you in registering or activating an account in VSS, or fill out the appropriate form required by the State of Maine Office of the State Controller to complete your registration.

User ID

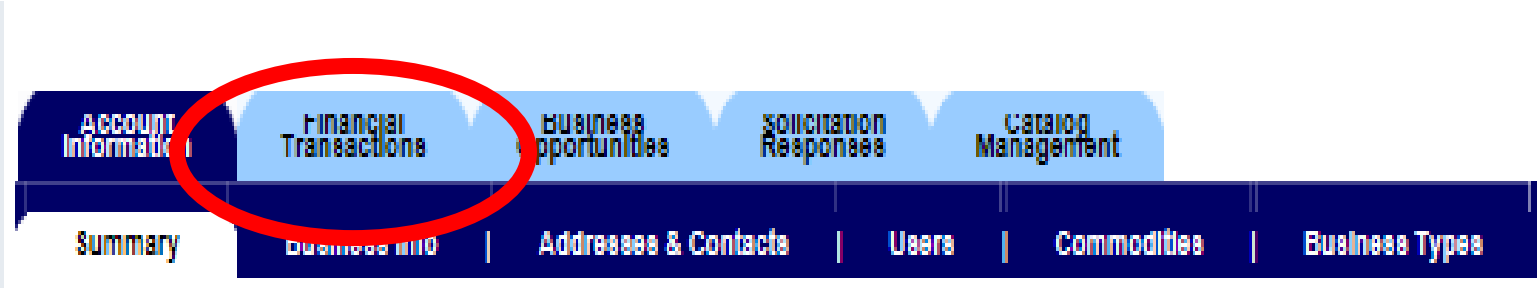
Password

[Password Reset](#)

Enter your User ID and Password



AMS Advantage Vendor Self Service System (VSS)

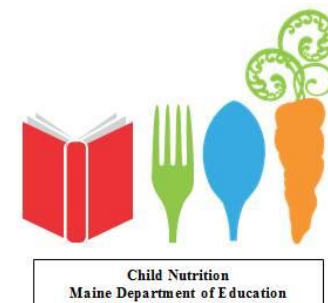


The screenshot shows the AMS Advantage Vendor Self Service System (VSS) interface. The top navigation bar includes tabs for Account Information, Financial Transactions (highlighted with a red circle), Business Opportunities, Solicitation Responses, and Catalog Management. Below the tabs, there are links for Summary, Business Info, Addresses & Contacts, Users, Commodities, and Business Types. The main content area displays a welcome message and instructions for selecting a location.

Welcome to the AMS ADVANTAGE Vendor Self Service System

Your User ID is associated with multiple locations. Please select the location you wish to be active for this session. All entries made during this session will be tied to the location you select here. To change which location you are associated with for a session, return to this page by clicking the Home button in the upper right hand corner of the page and then change your selection for the location. Click the Select link next to the desired location to access that location's information.

Click on the Financial Transactions tab



AMS Advantage Vendor Self Service System (VSS)



Welcome, Michelle

[View Frequently Asked Questions](#)

[Home](#) | [Accessible H](#)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Agreements

Scheduled Payments

Checks/EFTs

Tax Information

Invoices

Agreement Summary Search

- Search - To search for agreements, enter search criteria and click the 'Search' button.
- Agreement Results - To sort agreement results, click a column heading.
- Create Invoice - To create new invoice select an agreement and click the 'Create Invoice' button.
- Details - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
- Download - To download agreement results to a .CSV file, click the 'Download' button.
- PDF - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
- Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type :

Agreement Held? :

Transaction From :

Department :

Closed? :

Transaction To :

Agreement ID :

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
First	Prev	Next	Last									

Create Invoice

Details

Download

PDF

Reference

AMS Advantage Vendor Self Service System (VSS)

CGI

Welcome, Michelle

[View Frequently Asked Questions](#)

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

Agreement Summary Search

- Search - To search for agreements, enter search criteria and click the 'Search' button.
- Agreement Results - To sort agreement results, click a column heading.
- Create Invoice - To create new invoice select an agreement and click the 'Create Invoice' button.
- Details - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
- Download - To download agreement results to a .CSV file, click the 'Download' button.
- PDF - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
- Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type :

Department :

Agreement ID :

Agreement Held? :

Closed? :

Transaction From :

Transaction To :

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
<input type="checkbox"/>	Contract	05A	CCMHOME		09/11/2017	0.00	0.00	37,356.60	0.00	4,457,893.40	No	No
<input type="checkbox"/>	Contract	05A	CCMCENTER1		09/08/2017	0.00	0.00	5,463.90	0.00	31,256.10	No	No

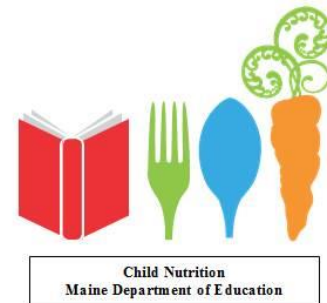
e.g.
CACFP2018C470

AMS Advantage Vendor Self Service System (VSS)

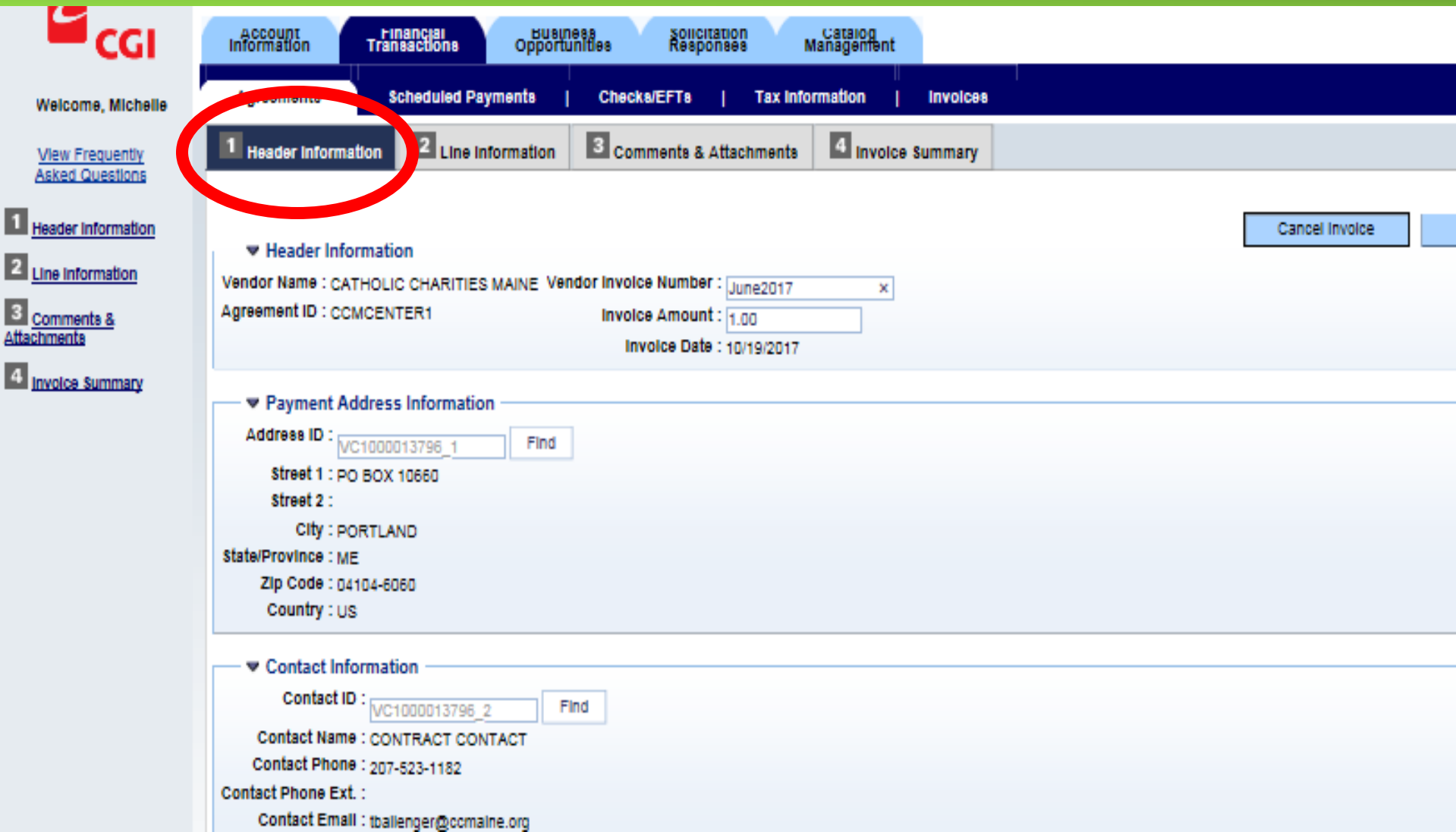
<u>Select</u>	<u>Agreement Type</u>	<u>Department</u>	<u>Agreement ID</u>	<u>Tracking Number</u>	<u>Transaction Date</u>	<u>Not To Exceed Amount</u>
<input type="checkbox"/>	Contract	05A	CCMCENTERWF07LAA		10/20/2017	0.00
<input checked="" type="checkbox"/>	Contract	05A	CCMHOME		09/11/2017	0.00
<input type="checkbox"/>	Contract	05A	CCMCENTER1		09/08/2017	0.00

1. Check the box next to the appropriate agreement

2. Click the Create Invoice button



AMS Advantage Vendor Self Service System (VSS)



CGI

Welcome, Michelle

[View Frequently Asked Questions](#)

1 Header Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

1 Header Information

Cancel Invoice

▼ Header Information

Vendor Name : CATHOLIC CHARITIES MAINE Vendor Invoice Number : June2017 x

Agreement ID : CCMCENTER1 Invoice Amount : 1.00

Invoice Date : 10/19/2017

▼ Payment Address Information

Address ID : VC1000013796_1 Find

Street 1 : PO BOX 10660

Street 2 :

City : PORTLAND

State/Province : ME

Zip Code : 04104-6060

Country : US

▼ Contact Information

Contact ID : VC1000013796_2 Find

Contact Name : CONTRACT CONTACT

Contact Phone : 207-523-1182

Contact Phone Ext. :

Contact Email : tballenger@ccmaine.org

AMS Advantage Vendor Self Service System (VSS)

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | Scheduled Payments | Check/EFTs | Tax Information | Invoices

1 Header Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

▼ Header Information

Vendor Name : CATHOLIC CHARITIES MAINE Vendor Invoice Number : June2017 x

Agreement ID : CCMCENTER1 Invoice Amount : 1.00

Invoice Date : 10/19/2017

▼ Payment Address Information

Enter your invoice number in the following format: MONTH(First 3 letters)YEAR(4 digits)
e.g. JUN2018 or NOV2018



AMS Advantage Vendor Self Service System (VSS)

INVOICES

- For Revisions: add the letter “R” to the end:
e.g. JUN2018R
- For multiple revisions: add revision number
e.g. JUN2018R2 for second revision
e.g. JUN2018R3 for third revision



AMS Advantage Vendor Self Service System (VSS)

Invoices

- For sponsors with both Homes and Centers, add the letter “H” to all of your Home claims.
e.g. JUN2018H or NOV2018H

****Every invoice/claim must have its own, unique invoice number****



AMS Advantage Vendor Self Service System (VSS)

Account Information	Financial Transactions	Business Opportunities	Solicitation Responses	Catalog Management
Agreements	Scheduled Payments	Check/EFTs	Tax Information	Invoices

1 Header Information	2 Line Information	3 Comments & Attachments	4 Invoice Summary
<p>▼ Header Information</p> <p>Vendor Name : CATHOLIC CHARITIES MAINE Vendor Invoice Number : <input type="text" value="June2017"/></p> <p>Agreement ID : CCMCENTER1 Invoice Amount : <input type="text" value="1.00"/></p> <p>Invoice Date : June 2017</p>			
<p>▼ Payment Address Information</p> <p>Address ID : <input type="text" value="VC1000013796_1"/> <input type="button" value="Find"/></p> <p>Street 1 : PO BOX 10660</p>			



AMS Advantage Vendor Self Service System (VSS)

Home | Accessibility

CGI

Welcome, Michelle

[View Frequently Asked Questions](#)

1 [Header Information](#) **2** [Line Information](#) **3** [Comments & Attachments](#) **4** [Invoice Summary](#)

Account Information **Financial Transactions** **Business Opportunities** **Solicitation Responses** **Catalog Management**

Agreements **Scheduled Payments** **Checks/EFTs** **Tax Information** **Invoices**

1 **Header Information** **2** **Line Information** **3** **Comments & Attachments** **4** **Invoice Summary**

Header Information

Vendor Name : CATHOLIC CHARITIES MAINE Vendor Invoice Number : June2017 x

Agreement ID : CCMCENTER1 Invoice Amount : 1.00

Invoice Date : 10/19/2017

Payment Address Information

Address ID : VC1000013796_1 Find

Street 1 : PO BOX 10660

Street 2 :

City : PORTLAND

State/Province : ME

Zip Code : 04104-6060

Country : US

Contact Information

Contact ID : VC1000013796_2 Find

Contact Name : CONTRACT CONTACT

Contact Phone : 207-523-1182

Contact Phone Ext. :

Contact Email : tballengier@ccmaine.org

Cancel Invoice

AMS Advantage Vendor Self Service System (VSS)



Welcome, Michelle

[View Frequently Asked Questions](#)

1 [Header Information](#)

2 [Line Information](#)

3 [Comments & Attachments](#)

4 [Invoice Summary](#)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Agreements

Scheduled Payments

Checks/EFTs

Tax Information

Invoices

Choose

[Browse](#) [Clear](#)

Street 1 :

Street 2 :

City :

State/Province :

Zip/Postal Code :


	Street 1	Street 2	City	State/Province	Zip/Postal Code
Select	80 SHERMAN ST		PORTLAND	Maine	04101-2545
Select	PO BOX 10560		PORTLAND	Maine	04104-6060

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)



Child Nutrition
Maine Department of Education

AMS Advantage Vendor Self Service System (VSS)



Welcome, Michelle

[View Frequently Asked Questions](#)

- Header Information
- Line Information
- Comments & Attachments
- Invoice Summary

[Home](#) | [Accessible Help](#) | [Site Map](#)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

Invoice Date : 11/16/2017

▼ Payment Address Information

Address ID :
Street 1 : 80 SHERMAN ST
Street 2 :
City : PORTLAND
State/Province : ME
Zip Code : 04101-2545
Country : US

▼ Contact Information

Contact ID :
Contact Name : CONTRACT CONTACT
Contact Phone : 207-523-1182
Contact Phone Ext. :
Contact Email : tballenger@comaine.org

▼ Discount Information

☐ Make No Changes to Discounts Inferred for this Invoice. ☐ Make Changes to Discounts for this Invoice. ☒ Apply No Discount for this Invoice

Number of Days 1 :	Discount Percent 1 :	Number of Days 1 :	Discount Percent 1 :
Number of Days 2 :	Discount Percent 2 :	Number of Days 2 :	Discount Percent 2 :
Number of Days 3 :	Discount Percent 3 :	Number of Days 3 :	Discount Percent 3 :
Number of Days 4 :	Discount Percent 4 :	Number of Days 4 :	Discount Percent 4 :

Cancel Invoice

Go To Next Step

Copyright © 2001, 2012, CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. AMS Advantage ® is a registered trademark of CGI Technologies and Solutions Inc.

AMS Advantage Vendor Self Service System (VSS)

CGI

Welcome, Michelle

[View Frequently Asked Questions](#)

1 [Header Information](#)

2 [Line Information](#)

3 [Comments & Attachments](#)

4 [Invoice Summary](#)

Account Information | **Financial Transactions** | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | **Schedule of Payments** | Checks/EFTs | Tax Information | Invoices

1 Header Information | **2** Line Information | **3** Comments & Attachments | **4** Invoice Summary

Select All Invoice Lines | Select All Invoice Lines | Cancel Invoice | Previous | Go To Next Step

Line No	Description	Information for New Invoice	Information From Agreement	Comments
1	BREAKFAST: Free	Quantity : Unit : Unit Price : Line Amount :	Quantity : 2000.00000 Unit : EA Unit Price : \$1.71 Line Amount : \$3,420.00 Ref Line Number : 1	
2	BREAKFAST: Reduced	Quantity : Unit : EA Unit Price : Line Amount :	Quantity : 2000.00000 Unit : EA Unit Price : \$1.41 Line Amount : \$2,820.00 Ref Line Number : 2	
3	BREAKFAST: Paid	Quantity : Unit : EA Unit Price : Line Amount :	Quantity : 2000.00000 Unit : EA Unit Price : \$0.29 Line Amount : \$580.00 Ref Line Number : 3	
	LUNCH: Free	Quantity : Unit : EA	Quantity : 2000.00000 Unit : EA	

AMS Advantage Vendor Self Service System (VSS)

Select All Invoice Lines		UnSelect All Invoice Lines		Cancel Invoice		Previous		Go To Next Step	
Line No		Description	Information for New Invoice		Information From Agreement		Comments		
1	<input type="checkbox"/>	BREAKFAST: Free	Quantity :		Quantity :	2000.00000			
			Unit :		Unit :	EA			
			Unit Price :		Unit Price :	\$1.71			
			Line Amount :		Line Amount :	\$3,420.00			
					Ref Line Number :	1			
2	<input type="checkbox"/>	BREAKFAST: Reduced	Quantity :		Quantity :	2000.00000			
			Unit :	EA	Unit :	EA			
			Unit Price :		Unit Price :	\$1.41			
			Line Amount :		Line Amount :	\$2,820.00			
					Ref Line Number :	2			
3	<input type="checkbox"/>	BREAKFAST: Paid	Quantity :		Quantity :	2000.00000			
			Unit :	EA	Unit :	EA			
			Unit Price :		Unit Price :	\$0.29			
			Line Amount :		Line Amount :	\$580.00			
					Ref Line Number :	3			

AMS Advantage Vendor Self Service System (VSS)

1	To Determine the Number of Meals to Claim Using the Per Cent Method:											
2												
3	Month		Year									
4		(First 3 letters)		(4 digits)								
5												
6												
7	<u>Eligible Participants :</u>											
8	Free		#DIV/0!									
9	Reduced		#DIV/0!									
10	Paid		#DIV/0!									
11	Total		0									
12	<u>CLAIMED:</u>		<u>Free</u>	<u>Reduced</u>	<u>Paid</u>	<u>Total</u>	<u>Difference</u>					
13	Break		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
14	Lunch		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
15	Snack		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
16	Supper		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
17												
18												

AMS Advantage Vendor Self Service System (VSS)

1 To Determine the Number of Meals to Claim Using the Per Cent Method:

2

3 Month Year

4 (First 3 letters) (4 digits)

5

6

7 Eligible Participants :

8 Free #DIV/0!

9 Reduced #DIV/0!

10 Paid #DIV/0!

11 Total 0

12 CLAIMED:

	<u>Free</u>	<u>Reduced</u>	<u>Paid</u>	<u>Total</u>	<u>Difference</u>
13 Break	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
14 Lunch	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
15 Snack	<input type="text"/>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
16 Supper	<input type="text"/>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
17					
18					

19

CENTERS

Next, enter the total number of meals served

AMS Advantage Vendor Self Service System (VSS)

To Determine the Number of Meals to Claim Using the Per Cent M

2										
3	Month	OCT	Year	2018						
4		(First 3 letters)		(4 digits)						
5										
6										
7	<u>Eligible Participants :</u>									
8	Free	13	20%							
9	Reduced	5	8%							
10	Paid	48	73%							
11	Total	66								
12	<u>CLAIMED:</u>		<u>Free</u>	<u>Reduced</u>	<u>Paid</u>	<u>Total</u>	<u>Difference</u>			
13	Break	945	186	72	687	945	0			
14	Lunch	675	133	51	491	675	0			
15	Snack	865	170	66	629	865	0			
16	Supper		0	0	0	0	0			
17										
18										

CENTERS



AMS Advantage Vendor Self Service System (VSS)

[Home](#) | [Accessibility Help](#) | [Site Map](#) |

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

1 Vendor Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

Select All Invoice Lines | UnSelect All Invoice Lines | Cancel Invoice | Previous | Go To Next Step

Line	Description	Information for New Invoice	Information From Agreement	Comments (Optional)
1	<input checked="" type="checkbox"/> Tier 1 - Breakfast	Quantity : 500000.00000 Unit : EA Unit Price : \$1.31 Line Amount : \$655,000.00	Quantity : 500000.00000 Unit : EA Unit Price : \$1.31 Line Amount : \$655,000.00 Ref Line Number : 1	
2	<input checked="" type="checkbox"/> Tier 1 - Lunch	Quantity : 500000.00000 Unit : EA Unit Price : \$2.46 Line Amount : \$1,230,000.00	Quantity : 500000.00000 Unit : EA Unit Price : \$2.46 Line Amount : \$1,230,000.00 Ref Line Number : 2	
3	<input type="checkbox"/> Tier 1 - Supplements	Quantity : Unit : EA Unit Price : Line Amount :	Quantity : 500000.00000 Unit : EA Unit Price : \$0.73 Line Amount : \$365,000.00 Ref Line Number : 3	
	Tier 1 - Supper	Quantity : Unit : EA	Quantity : 500000.00000 Unit : EA	

AMS Advantage Vendor Self Service System (VSS)

CGI

Welcome, Michelle

[View Frequently Asked Questions](#)

1 [Header Information](#)
2 [Line Information](#)
3 [Comments & Attachments](#)
4 [Invoice Summary](#)

Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management**

Agreements | **Scheduled Payments** | **Checks/EFTs** | **Tax Information** | **Invoices**

1 Header Information | **2** Line Information | **3** Comments & Attachments | **4** Invoice Summary

Select All Invoice Lines | UnSelect All Invoice Lines | Cancel Invoice | Previous | Go To Next Step

Line No	Description	Information for New Invoice	Information From Agreement	Comments
1	<input checked="" type="checkbox"/> Tier 1 - Breakfast	<div>Quantity : 500000.00000</div> <div>Unit : EA</div> <div>Unit Price : \$1.31</div> <div>Line Amount : \$655,000.00</div>	<div>Quantity : 500000.00000</div> <div>Unit : EA</div> <div>Unit Price : \$1.31</div> <div>Line Amount : \$655,000.00</div> <div>Ref Line Number : 1</div>	
2	<input checked="" type="checkbox"/> Tier 1 - Lunch	<div>Quantity : 500000.00000</div> <div>Unit : EA</div> <div>Unit Price : \$2.46</div> <div>Line Amount : \$1,230,000.00</div>	<div>Quantity : 500000.00000</div> <div>Unit : EA</div> <div>Unit Price : \$2.46</div> <div>Line Amount : \$1,230,000.00</div> <div>Ref Line Number : 2</div>	
3	<input type="checkbox"/> Tier 1 - Supplements	<div>Quantity : </div> <div>Unit : EA</div> <div>Unit Price : </div> <div>Line Amount : </div>	<div>Quantity : 500000.00000</div> <div>Unit : EA</div> <div>Unit Price : \$0.73</div> <div>Line Amount : \$365,000.00</div> <div>Ref Line Number : 3</div>	
4	<input type="checkbox"/> Tier 1 - Supper	<div>Quantity : </div> <div>Unit : EA</div> <div>Unit Price : </div> <div>Line Amount : </div>	<div>Quantity : 500000.00000</div> <div>Unit : EA</div> <div>Unit Price : \$2.46</div> <div>Line Amount : \$1,230,000.00</div> <div>Ref Line Number : 4</div>	

AMS Advantage Vendor Self Service System (VSS)

Account Information		Financial Transactions		Business Opportunities		Solicitation Responses		Catalog Management	
Agreements		Scheduled Payments		Checks/EFTs		Tax Information		Invoices	
				Ref Line Number : 1					
				Quantity :		Quantity : 1000.00000			
				Unit : EA		Unit : EA			
				Unit Price :		Unit Price : \$112.00			
				Line Amount :		Line Amount : \$112,000.00			
				Ref Line Number : 13					
				Quantity :		Quantity : 1000.00000			
				Unit : EA		Unit : EA			
				Unit Price :		Unit Price : \$86.00			
				Line Amount :		Line Amount : \$86,000.00			
				Ref Line Number : 14					
				Quantity :		Quantity : 1000.00000			
				Unit : EA		Unit : EA			
				Unit Price :		Unit Price : \$67.00			
				Line Amount :		Line Amount : \$67,000.00			
				Ref Line Number : 15					
				Quantity :		Quantity : 1000.00000			
				Unit : EA		Unit : EA			
				Unit Price :		Unit Price : \$59.00			
				Line Amount :		Line Amount : \$59,000.00			
				Ref Line Number : 16					
Select All Invoice Lines		UnSelect All Invoice Lines		Cancel Invoice		Previous		Go To Next Step	

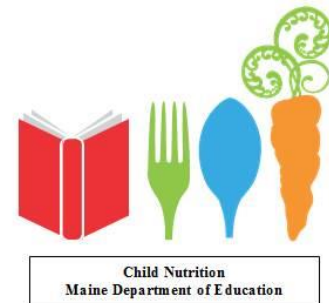
AMS Advantage Vendor Self Service System (VSS)

13	<input checked="" type="checkbox"/>	1 to 50 Homes	Quantity : 50.00000 Unit : EA Unit Price : \$112.00 Line Amount : \$5,600.00	Quantity : 1000.00000 Unit : EA Unit Price : \$112.00 Line Amount : \$112,000.00 Ref Line Number : 13	
14	<input checked="" type="checkbox"/>	51 to 200 Homes	Quantity : 150.00000 Unit : EA Unit Price : \$86.00 Line Amount : \$12,900.00	Quantity : 1000.00000 Unit : EA Unit Price : \$86.00 Line Amount : \$86,000.00 Ref Line Number : 14	
15	<input checked="" type="checkbox"/>	201 to 1000 Homes	Quantity : 31.00000 Unit : EA Unit Price : \$67.00 Line Amount : \$2,077.00	Quantity : 1000.00000 Unit : EA Unit Price : \$67.00 Line Amount : \$67,000.00 Ref Line Number : 15	
16	<input type="checkbox"/>	201 to 1000 Homes	Quantity : Unit : EA Unit Price : Line Amount :	Quantity : 1000.00000 Unit : EA Unit Price : \$59.00 Line Amount : \$59,000.00 Ref Line Number : 16	
<div>Select All Invoice Lines UnSelect All Invoice Lines Cancel Invoice Previous Go To Next Step</div>					

AMS Advantage Vendor Self Service System (VSS)

Claim Revisions for the Current Agreement Year Involving Additional Reimbursement:

- For claim revisions resulting in additional reimbursement, enter only the difference in meal counts/CIL quantity/number of homes



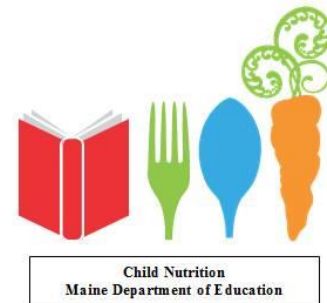
AMS Advantage Vendor Self Service System (VSS)

For Current Year Revisions involving Payment to the State:

- Please mail claims to DOE

For Revisions Involving the Prior Agreement Year (Oct. 2016- Sept. 2017):

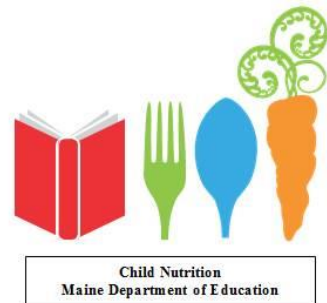
- Please mail claims to DOE



AMS Advantage Vendor Self Service System (VSS)

For Home claim revisions involving ONLY changes to administration costs:

- Please mail your revised claim to DOE



AMS Advantage Vendor Self Service System (VSS)

The screenshot displays the AMS Advantage Vendor Self Service System (VSS) interface. The top navigation bar includes tabs for Account Information, Financial Transactions, Business Opportunities, Solicitation Responses, and Catalog Management. Below this, a secondary navigation bar shows Agreements, Scheduled Payments, Checks/EFTs, Tax Information, and Invoices. The main content area features a tabbed interface with four tabs: 1 Header Information, 2 Line Information, 3 Comments & Attachments (highlighted with a red circle), and 4 Invoice Summary. The 'Comments & Attachments' tab is active, showing a section for attaching files and managing attachments. The 'Attach Your Files (Optional)' section includes an 'Attach Files' button. The 'Manage Your Attachments' section displays a table of current attachments with columns for File Name, Date, User ID, and Proprietary Flag. A 'Comments' text area is located at the bottom of the tab. The left sidebar shows a welcome message and a list of frequently asked questions. The bottom right corner contains 'Cancel Invoice' and 'Previous' buttons.

CGI

Welcome, Michelle

[View Frequently Asked Questions](#)

1 [Header Information](#)

2 [Line Information](#)

3 [Comments & Attachments](#)

4 [Invoice Summary](#)

Account Information **Financial Transactions** **Business Opportunities** **Solicitation Responses** **Catalog Management**

Agreements **Scheduled Payments** **Checks/EFTs** **Tax Information** **Invoices**

1 Header Information **2** Line Information **3** Comments & Attachments **4** Invoice Summary

Attach Your Files (Optional)
If you have files that you want to include as part of your invoice, click the "Attach Files" button

Manage Your Attachments
The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.

	File Name	Date	User ID	Proprietary Flag

First Prev Next Last

Comments :

AMS Advantage Vendor Self Service System (VSS)

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

1 Header Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

Attach Your Files (Optional)
If you have files that you want to include as part of your invoice, click the 'Attach Files' button

Attach Files

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you want to delete.

File Name	Date	User ID	Proprietary Flag

First Prev Next Last

Comments :

Click the Attach Files button

AMS Advantage Vendor Self Service System (VSS)

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

Add files

Use this page to add attachments to your invoice. Click "Browse" to select a file. The maximum size allowed for a file is 30.0MB.

File 1:	<input type="text"/>	<input type="button" value="Browse..."/>	Type: Standard ▼
File 2:	<input type="text"/>	<input type="button" value="Browse..."/>	Type: Standard ▼
File 3:	<input type="text"/>	<input type="button" value="Browse..."/>	Type: Standard ▼
File 4:	<input type="text"/>	<input type="button" value="Browse..."/>	Type: Standard ▼
File 5:	<input type="text"/>	<input type="button" value="Browse..."/>	Type: Standard ▼

Click BROWSE to find claim
then
Click ATTACH FILES button

AMS Advantage Vendor Self Service System (VSS)

[Home](#) | [Accessing Help](#) | [Site Map](#) | [Logout](#)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Agreements

Scheduled Payments

Checks/EFTs

Tax Information

Invoices

1 Header Information

2 Line Information

3 Comments & Attachments

4 Invoice Summary

Attach Your Files (Optional)

If you have files that you want to include as part of your invoice, click the 'Attach Files' button

Attach Files

Manage Your Attachments

The following attachments are currently part of your response. If you need to delete an attachment, click the delete button (X) next to the item you wish to delete.

File Name	Date	User ID	Proprietary Flag
-----------	------	---------	------------------

First Prev Next Last

Comments :

Cancel Invoice

Previous

Go To Next Step

Include any comments, if needed, then click GO TO NEXT STEP button

AMS Advantage Vendor Self Service System (VSS)

Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management**

Agreements | **Scheduled Payments** | **Checks/EFTs** | **Tax Information** | **Invoice Summary**

1 Header Information | **2 Line Information** | **3 Comments & Attachments** | **4 Invoice Summary**

[Cancel Invoice](#) | [Previous](#) | [Submit Invoice](#)

▼ Header Information

Vendor Name : CATHOLIC CHARITIES MAINE Vendor Invoice Number : JANUARY2017
Agreement ID : CCMCENTER1 Invoice Date : 11/17/2017
Total Invoice Amount : 1.00 Comments :

▼ Payment Address Information

Street 1 : PO BOX 10660
Street 2 :
City : PORTLAND
State/Province : ME
Zip Code : 04104-6060
Country : US

▼ Contact Information

Contact Name : CONTRACT CONTACT
Contact Phone : 207-523-1182
Contact Phone Ext. :
Contact Email : tballenger@ccmaine.org

▼ Discount Information

Number of Days 1 : Discount Percent 1 :
Number of Days 2 : Discount Percent 2 :
Number of Days 3 : Discount Percent 3 :
Number of Days 4 : Discount Percent 4 :

Confirm accuracy

AMS Advantage Vendor Self Service System (VSS)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

City : PORTLAND
State/Province : ME
Zip Code : 04104-6060
Country : US

▼ Contact Information

Contact Name : CONTRACT CONTACT
Contact Phone : 207-523-1182
Contact Phone Ext. :
Contact Email : tballenger@ccmaine.org

▼ Discount Information

Number of Days 1 : Discount Percent 1 :
Number of Days 2 : Discount Percent 2 :
Number of Days 3 : Discount Percent 3 :
Number of Days 4 : Discount Percent 4 :

Commodity Line	Description	Quantity	Unit	Unit Price	Service From	Service To	Total Line Amount	Comments (Optional)
4	LUNCH: Free	25.00000	EA	\$3.16			\$79.00	
5	LUNCH: Reduced	25.00000	EA	\$2.76			\$69.00	
6	LUNCH: Paid	25.00000	EA	\$0.30			\$7.50	
13	CIL	75.00000	EA	\$0.23			\$17.25	

File Name

Proprietary Flag

Cancel Invoice

Previous

Submit Invoice

AMS Advantage Vendor Self Service System (VSS)


Commodity Line	Description	Quantity	Unit	Unit Price	Service From	Service To	Total Line Amount	Comments (Optional)
4	LUNCH: Free	25.00000	EA	\$3.16			\$79.00	
5	LUNCH: Reduced	25.00000	EA	\$2.76			\$69.00	
6	LUNCH: Paid	25.00000	EA	\$0.30			\$7.50	
13	CIL	75.00000	EA	\$0.23			\$17.25	

File Name	Proprietary Flag

Cancel Invoice

Previous

Submit Invoice



Add up each line total to calculate your total invoice amount:

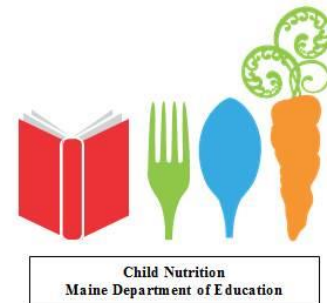
79.00

69.00

7.50

17.25

172.75



AMS Advantage Vendor Self Service System (VSS)

Account Information | **Financial Transactions** | **Business Opportunities** | **Solicitation Responses** | **Catalog Management**

Scheduled Payments | **Checks/EFTs** | **Tax Information** | **Invoices**

1 Header Information | **2 Line Information** | **3 Comments & Attachments** | **4 Invoice Summary**

[Cancel Invoice](#) [Previous](#) [Submit Invoice](#)

Header Information

Vendor Name : CATHOLIC CHARITIES MAINE Vendor Invoice Number : JANUARY2017
Agreement ID : CCMCENTER1 Invoice Date : 11/17/2017
Total Invoice Amount : 1.00 Comments :

Payment Address Information

Street 1 : PO BOX 10660
Street 2 :
City : PORTLAND
State/Province : ME
Zip Code : 04104-6060
Country : US

Contact Information

Contact Name : CONTRACT CONTACT
Contact Phone : 207-523-1182
Contact Phone Ext. :
Contact Email : tballenger@ccmaine.org

Discount Information

Number of Days 1 : Discount Percent 1 :
Number of Days 2 : Discount Percent 2 :
Number of Days 3 : Discount Percent 3 :
Number of Days 4 : Discount Percent 4 :

AMS Advantage Vendor Self Service System (VSS)

Account Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | Invoices

1 Header Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

▼ Header Information

Vendor Name : CATHOLIC CHARITIES MAINE Vendor Invoice Number : 60622017
Agreement ID : CCMCENTER1 Invoice Amount : 1.00
Invoice Date : 10/19/2017

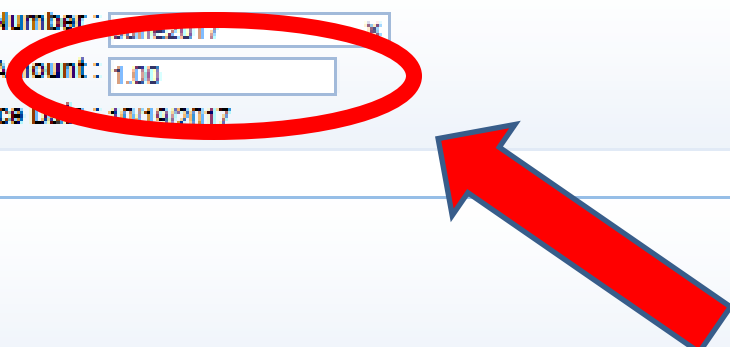
▼ Payment Address Information

Address ID : VC1000013796_1 Find
Street 1 : PO BOX 10660
Street 2 :
City : PORTLAND
State/Province : ME
Zip Code : 04104-6060
Country : US

▼ Contact Information

Contact ID : Find

Cancel Invoice



AMS Advantage Vendor Self Service System (VSS)

ACCOUNT Information | Financial Transactions | Business Opportunities | Solicitation Responses | Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information

1 Header Information | 2 Line Information | 3 Comments & Attachments | 4 Invoice Summary

▼ Header Information

Vendor Name : CATHOLIC CHARITIES MAINE Vendor Invoice Number : June2017 x

Agreement ID : CCMCENTER1 Invoice Amount : 1.00

Invoice Date : 10/19/2017

Invoice Summary Screen:

Commodity Line	Description	Quantity	Unit	Unit Price	Service From	Service To	Total Line Amount	Comments (Optional)
4	LUNCH: Free	25.00000	EA	\$3.16			\$79.00	
5	LUNCH: Reduced	25.00000	EA	\$2.76			\$69.00	
6	LUNCH: Paid	25.00000	EA	\$0.30			\$7.50	
13	CIL	75.00000	EA	\$0.23			\$17.25	

File Name Proprietary Flag

Cancel Invoice

Previous

Submit Invoice

AMS Advantage Vendor Self Service System (VSS)



Welcome, Michelle

[View Frequently Asked Questions](#)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Summary

Business Info

Addreses & Contacts

Users

Commodities

Business Types

Thank You!

Thank you for submitting your invoice.

Navigate to the 'Invoices' tab within 'Financial Transactions' to periodically check the status of your invoice. This will take you to the 'Invoice Summary Search' page where you can search for and select your desired invoice.

Click the 'Print' button to print a copy of your invoice.

Click the 'Close' button to return to the Agreements Summary Search page.

When the 'Thank You' page is closed the system will take you back to the 'Agreement Summary Search' page where additional invoices can be entered.

Close

Print

AMS Advantage Vendor Self Service System (VSS)

VENDOR INVOICE

PAGE:1

VENDOR NAME : CATHOLIC CHARITIES MAINE

VENDOR INVOICE NUMBER : MARC10017

INVOICE DATE : 11/17/2017

TOTAL INVOICE AMOUNT :\$85.25

COMMENTS :

PAYMENT ADDRESS INFORMATION :

Address Line 1 : PO BOX 10660

Address Line 2 :

City/State/Postal Code : PORTLAND/ME/04104-6060

Country : US

CONTACT INFORMATION :

Name : CONTRACT CONTACTTAC

Phone : 207-525-1112

Phone Extension :

Email : thallenger@ccmaine.org

Discount information:

Number of Days 1:		Discount percent 1:	
Number of Days 2:		Discount percent 2:	
Number of Days 3:		Discount percent 3:	
Number of Days 4:		Discount percent 4:	

Line	Description	Quantity	Unit	Unit Price	Service From	Service To	Line Amount
1	BREAKFAST: Free	25.00000	EA	1.71			42.75
2	BREAKFAST: Reduced	25.00000	EA	1.41			35.25
3	BREAKFAST: Paid	25.00000	EA	0.29			7.25

ATTACHMENT INFORMATION	ATTACHMENT NAME	ATTACHMENT TYPE
------------------------	-----------------	-----------------

AMS Advantage Vendor Self Service System (VSS)

Account Information	Financial Transactions	Business Opportunities	Solicitation Responses	Catalog Management
Agreements	Scheduled Payments	Checks/EFTs	Tax Information	Invoices
You have 1 messages				
1: Severe : Vendor Invoice Number is required. (A672)				
View Full Details		Submit Question		
1 Header Information	2 Line Information	3 Comments & Attachments	4 Invoice Summary	

Account Information	Financial Transactions	Business Opportunities	Solicitation Responses	Catalog Management
Agreements	Scheduled Payments	Checks/EFTs	Tax Information	Invoices
You have 1 messages				
1:Error : You must select one checkbox in the Discount Information section.				
View Full Details		Submit Question		
1 Header Information	2 Line Information	3 Comments & Attachments	4 Invoice Summary	

AMS Advantage Vendor Self Service System (VSS)

After You Submit Your Claim:

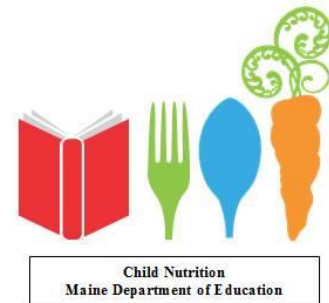
- It can take up to 1 hour for the claim to reach our state approval system
- We will review the claim and approve it, then it will be sent to the service center for payment
- Payments will be released Fridays



AMS Advantage Vendor Self Service System (VSS)

If a Claim is Rejected:

- If your claim is rejected, we will notify you by phone or email
- You will need to resubmit the claim



AMS Advantage Vendor Self Service System (VSS)

System Quirks:

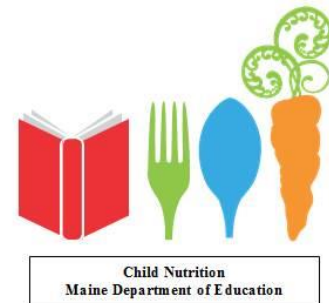
- It's currently running a bit slowly
- Lack of activity for 30 min. will result in getting "Timed Out" of the system
- If you log out/get Timed Out at any point before submitting, you will lose all of your information and will need to start over



AMS Advantage Vendor Self Service System (VSS)

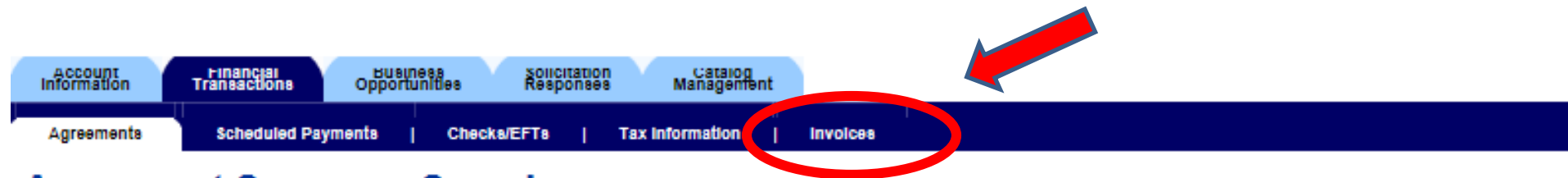
Checking the Status of Submitted Invoices/Claims:

- Sign into the system as usual
- Click on the Financial Transactions tab



AMS Advantage Vendor Self Service System (VSS)

Checking the Status of Invoices/Claims:



Agreement Summary Search

- Search - To search for agreements, enter search criteria and click the 'Search' button.
- Agreement Results - To sort agreement results, click a column heading.
- Create Invoice - To create new invoice select an agreement and click the 'Create Invoice' button.
- Details - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
- Download - To download agreement results to a .CSV file, click the 'Download' button.
- PDF - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
- Reference - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type :

Agreement Held? :

Transaction From :

Department :

Closed? :

Transaction To :

Agreement ID :

Select	Agreement Type	Department	Agreement ID	Tracking Number	Transaction Date	Not To Exceed Amount	Encumbered	Expended	Retained	Outstanding	Agreement Held?	Closed?
--------	----------------	------------	--------------	-----------------	------------------	----------------------	------------	----------	----------	-------------	-----------------	---------

AMS Advantage Vendor Self Service System (VSS)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Agreements | Scheduled Payments | Checks/EFTs | Tax Information | **Invoices**

Search for Invoices

Invoice Number :

Fully Paid? :

Invoice From :

Total Invoice Amount :

Invoice Status :

Invoice To :

Agreement ID :

Select	Invoice Number	Invoice Date	Total Invoice Amount	Invoice Status	Total By Invoice Status	Invoice Transaction ID	Scheduled	Paid Amount	Fully Paid?
<input type="checkbox"/>	APRIL2010	11/07/2017	\$118.40	Approved	\$118.40	INVSS 05A 17110700000000000095			No
<input type="checkbox"/>	APRIL2222	11/07/2017	\$50.20	Approved	\$50.20	INVSS 05A 17110700000000000096			No
<input type="checkbox"/>	APRIL2222	11/07/2017	\$30.15	Pending Approval	\$30.15	INVSS 05A 17110700000000000098		\$0.00	No
<input type="checkbox"/>	DECEMBER2017	11/02/2017	\$383.50	Approved	\$383.50	INVSS 05A 17110200000000000093			No
<input type="checkbox"/>	DECEMBER2017	11/02/2017	\$6,344.50	Approved	\$6,344.50	INVSS 05A 17110200000000000092			No
<input type="checkbox"/>	FEBRUARY2017	11/14/2017	\$858.00	Approved	\$858.00	INVSS 05A 17111400000000000099			No
<input type="checkbox"/>	JANUARY2017	11/17/2017	\$85.25	Pending Approval	\$85.25	INVSS 05A 17111700000000000105		\$0.00	No
<input type="checkbox"/>	MARCH2015	11/07/2017	\$278.40	Approved	\$278.40	INVSS 05A 17110700000000000094			No
<input type="checkbox"/>	MARCH2017	11/17/2017	\$85.25	Pending Approval	\$85.25	INVSS 05A 17111700000000000106		\$0.00	No
<input type="checkbox"/>	MAY2017	11/02/2017	\$965.70	Approved	\$965.70	INVSS 05A 17110200000000000090			No

AMS Advantage Vendor Self Service System (VSS)

Account Information

Financial Transactions

Business Opportunities

Solicitation Responses

Catalog Management

Agreements | Scheduled Payments | **Checks/EFTs** | Tax Information | Invoices

Search for Invoices

Invoice Number :

Fully Paid? :

Invoice From :

Total Invoice Amount :

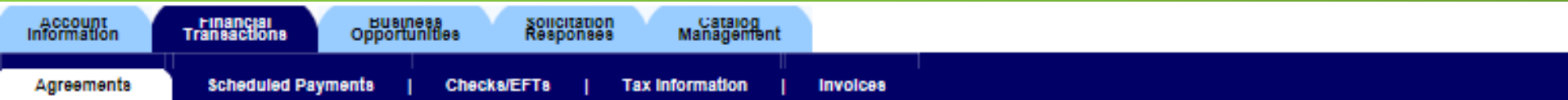
Invoice To :

Invoice Status :

Agreement ID :

Select	Invoice Number	Invoice Date	Total Invoice Amount	Invoice Status	Total By Invoice Status	Invoice Transaction ID	Scheduled	Paid Amount	Fully Paid?
<input type="checkbox"/>	APRIL2010	11/07/2017	\$118.40	Approved	\$118.40	INVSS 05A 17110700000000000095			No
<input type="checkbox"/>	APRIL2222	11/07/2017	\$50.20	Approved	\$50.20	INVSS 05A 17110700000000000096			No
<input type="checkbox"/>	APRIL2222	11/07/2017	\$30.15	Pending Approval	\$30.15	INVSS 05A 17110700000000000098		\$0.00	No
<input type="checkbox"/>	DECEMBER2017	11/02/2017	\$383.50	Approved	\$383.50	INVSS 05A 17110200000000000093			No
<input type="checkbox"/>	DECEMBER2017	11/02/2017	\$6,344.50	Approved	\$6,344.50	INVSS 05A 17110200000000000092			No
<input type="checkbox"/>	FEBRUARY2017	11/14/2017	\$858.00	Approved	\$858.00	INVSS 05A 17111400000000000099			No
<input type="checkbox"/>	JANUARY2017	11/17/2017	\$85.25	Pending Approval	\$85.25	INVSS 05A 17111700000000000105		\$0.00	No
<input type="checkbox"/>	MARCH2015	11/07/2017	\$278.40	Approved	\$278.40	INVSS 05A 17110700000000000094			No
<input type="checkbox"/>	MARCH2017	11/17/2017	\$85.25	Pending Approval	\$85.25	INVSS 05A 17111700000000000106		\$0.00	No
<input type="checkbox"/>	MAY2017	11/02/2017	\$965.70	Approved	\$965.70	INVSS 05A 17110200000000000090			No

AMS Advantage Vendor Self Service System (VSS)



Agreement Summary Search

- Search** - To search for agreements, enter search criteria and click the 'Search' button.
- Agreement Results** - To sort agreement results, click a column heading.
- Create Invoice** - To create new invoice select an agreement and click the 'Create Invoice' button.
- Details** - To view more details about an agreement, select an agreement from the results and click the 'Details' button.
- Download** - To download agreement results to a .CSV file, click the 'Download' button.
- PDF** - To View, Save, or Print a PDF version of an agreement, select an agreement and click the 'PDF' button.
- Reference** - To view referenced agreement, scheduled payment and disbursement information for selected invoice, click the 'Reference' button.

Search for Agreements

Agreement Type :

Agreement Held? :

Transaction From :

Department :

Closed? :

Transaction To :

Agreement ID :

<u>Select</u>	<u>Agreement Type</u>	<u>Department</u>	<u>Agreement ID</u>	<u>Tracking Number</u>	<u>Transaction Date</u>	<u>Not To Exceed Amount</u>	<u>Encumbered</u>	<u>Expended</u>	<u>Retained</u>	<u>Outstanding</u>	<u>Agreement Held?</u>	<u>Closed?</u>
<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>									

AMS Advantage Vendor Self Service System (VSS)

Questions or Problems?

- This webinar will be on our website for future viewing:

<http://maine.gov/doe/nutrition/resources/index.html>



AMS Advantage Vendor Self Service System (VSS)

Open Office days:

- Thursday, December 7th : 2 p.m.-4 p.m.
- Monday, December 11th : 11 a.m. – 1 p.m.

Location:

Burton Cross Building
111 Sewell Street, Augusta
5th Floor, Rm 500



AMS Advantage Vendor Self Service System (VSS)

April Taylor

april.taylor@maine.gov

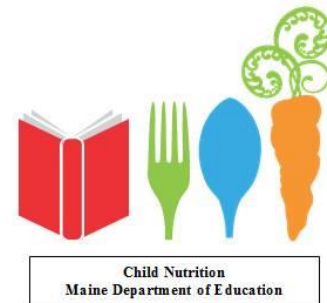
624-6876 (direct line)

or

624-6842 (main line)

Mail claims to:

23 State House Station
Augusta, ME 04333-0023





Child Nutrition
Maine Department of Education